



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PLANNING, RESEARCH AND EVALUATION CONSULTANT	39	A	5.236

DEFINITION OF THE CLASS:

Under general supervision, is responsible for the planning, research and evaluation of a program designed to measure the quality and effectiveness of education in the State of Nevada in an area such as: high school proficiency exams; teacher proficiency testing; ad hoc research; statewide competency testing program for educational personnel and related research; research and analysis of the quality of education in the State of Nevada; and performs related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Conducts research regarding the evaluation of educational effectiveness in the State of Nevada by: planning the research which includes reviewing the literature, determining appropriate research design, designing measurement instruments, determining appropriate sample sizes and techniques, and selecting the most appropriate statistical analysis for data analysis; conducting the research which includes data collection using the most appropriate method; preparing and analyzing data using a range of descriptive or inferential statistical techniques; writing research reports, including preparation of tables and figures, using appropriate formats; supervising contracted research activities including developing requests for proposals, reviewing research proposals, selecting the contractor(s), planning project with contractors, monitoring the performance of the contractor and developing and/or approving the design, analyses, and drafts of the final research report; and distributing final research reports to the appropriate parties.

Develops and provides training to local education agency personnel by: determining the need for training, preparing and delivering the course content, developing training and procedure manuals and making the arrangements for the physical location of the training.

Conducts program evaluation by: determining program objectives; designing appropriate program evaluation instruments; conducting evaluations to ensure programs are meaningful and meet established objectives -- this includes distributing program evaluation materials to local school and college administrators and program directors, coordinating program assessments, analyzing assessments; preparing program evaluation reports for each program/project; distributing the reports; and make presentations as required.

Develops tests such as high school proficiency exams and statewide competency testing for educational personnel by using the most appropriate test development and validation procedures.

Develops and revises policy with regard to educational planning, research and evaluation. This includes proposing changes to NRS and Nevada Administrative Code provisions.

Develops and maintains statewide data systems such as the occupational reporting system, a statewide database developed to look at occupational education enrollments. This includes designing and generating reports for local, state, and federal use.

Develops annual work plans that reflect agency and legislative priorities. This is done by establishing goals and reducing them to writing.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of sources of information, data, and research reports from private, state and federal sources in order to investigate issues and develop and refine research projects and program evaluations. Working knowledge of the NAC regulations in order to design and evaluate education data collection.

Ability to discuss a variety of job-related topics on short or no notice, to persuade others to take specific actions, and to handle rapid changes in conversation involving difficult questions. Ability to set priorities that accurately reflect the relative importance of job responsibilities.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of research designs, sampling techniques, questionnaire construction, and various data collection techniques such as quasi-experimental survey, interview, and archival methodologies in order to design research projects that address education issues. Working knowledge of program evaluation goals, models, and methodology in order to provide valid procedures for analyzing the effectiveness of educational programs. Working knowledge of chart, graph, and table formatting to produce research reports. Working knowledge of the American Psychological Association's and related technical report formats in order to produce research reports. Working knowledge of descriptive statistics, such as measures of central tendency, dispersion, and correlation. Working knowledge of inferential statistics such as t-tests, chi square, and regression analysis. Knowledge of non-parametric, parametric, uni-variate and multivariate techniques.

Knowledge of and ability to apply measurement theory and practice to include test construction, scaling, validation, item test correlation and item response theory.

Ability to use various microcomputer packages that allow for the construction and maintenance of databases, statistical analysis, graphics, word processing, and report writing. Ability to read sufficiently to comprehend and critique technical and scientific documents such as studies and research reports published in professional journals by the U.S. Department of Education, the Census Bureau, etc. Ability to write technical reports on education research which are suitable for publication in professional research journals. Ability to write concise, logical, grammatically correct analytical reports to explain a range of topics that are important to educational policy and program administrators, legislators, business and government leaders and to the general public. Ability to make oral presentations to provide a wide range of audiences with technical information or to explain technical procedures. Ability to perform statistical computation such as central tendency, confidence intervals, chi square, t-tests, ANOVA, and regression in order to analyze data and make predictions. Ability to exchange ideas, information, and opinions with others, to formulate policies and procedures, to arrive jointly at decisions, conclusions, or solutions. Ability to maintain effective working relationships with contracted researchers, with state and local education administrators, with project directors, and committee members. Ability to analyze procedures, information, and technical data using logical and quantitative reasoning to: define the problem, issue, or objective; identify the relevant concerns and factors; identify patterns, tendencies, and relationships, and formulate logical and objective conclusions. Ability to complete assignments in a timely manner when there are pressures of deadlines, competing requirements, and workload demands. Ability to work independently and follow through on projects with minimum supervision. Ability to develop annual work plans.

EDUCATION AND/OR WORK EXPERIENCE:

I

An earned doctoral degree from an accredited college or university in education, sociology or psychology (transcripts required at the time of application) and two years of professional experience in the design and implementation of educational research or testing; OR

II

Master's degree in education, sociology or psychology which included 18 graduate level semester hours in statistics, computer science and research methods and three years of professional experience as described above. Applicants qualifying under this option must furnish a listing of published research.

FINGERPRINT: The selected candidate may be required to submit fingerprint cards and release forms to access information on matters relating to criminal activities involving children. The hiring agency is NOT responsible for payment of administrative and/or processing fees.

TRAVEL: Required to travel to metropolitan, rural and remote locations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED: 7/1/91P
7/6/90PC